

Blackboard Course Procedures for Faculty Using Blackboard

Now that Blackboard is integrated with our Student Information System, new procedures have been put into place regarding courses on Blackboard. Each semester every course being taught will automatically receive a Blackboard course shell. Please see the information below regarding the new procedures.

Course Shells

You do not need to request a course shell unless you are developing a new online/hybrid course. Every semester each course section will receive a BLANK course shell within Blackboard. If you have content from a previous semester that you would like to use, you will be able to copy that content into the blank shell. Please see the instructions, "*Copying Course Content into an Existing Course Shell.*"

All course shells will remain on Blackboard for 1 Year + 1 Semester. This will allow access to the needed courses for copying content. If you need access to a past course and it does not appear on your list of courses, please contact Maureen Williams at mwilliams@sjcny.edu.

Course Availability

All courses are defaulted to be UNAVAILABLE. This includes the online courses. If you do not wish to use Blackboard, your students will not see the course listed in Blackboard. If you would like your students to access your course, you must make the course AVAILABLE. To make the course available, enter the course Control Panel, select Settings, Course Availability, select Yes and then Submit.

Course Duration

Each Blackboard course has a Start Date and an End Date. Once you make the course AVAILABLE to your students, they will not be able to access the course until the course start date. The Blackboard Course Start and End Dates are taken from the Student Information System. An additional 6 weeks have been added to the course end date. This will allow for any incompletes.

For online courses we recommend opening the course a few days earlier to allow students to view the syllabus and acquire their text books. To modify the course start date, enter the course Control Panel, select Settings, Course Duration and select the new start date. If you do select an earlier start date, you may want to send an email your students to let them know.

Course Names and Id's

Each course has both a Course Name and a Course Id. The Course Id is unique to each course section. If you are teaching multiple sections of a course, you will want to make sure that you are accessing the correct course section. The quickest and easiest way to view the Course Name and Id is by selecting the COURSES tab after you log into Blackboard. The Course Id always begins with the term. For Spring 2009 courses the Course Id will start with 2009SP.

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Combining Enrollment for Multiple Course Sections or Cross Listed Courses

To combine enrollment for multiple course sections or cross listed courses, please send Maureen Williams an email at mwilliams@sjcnj.edu. Please include the course ids of the courses you need combined. If you are teaching an online/hybrid course and it is cross listed, you must also submit a request. To view the Course ID which contains section information, click on the Courses Tab after you log into Blackboard. This view will give you both the course name and course id. It is a good idea to combine enrollment before you begin to create/modify your courses.

If you have already added content into a course section and then decide to combine enrollment, please be sure to indicate which section has the content when requesting to combine courses. The section containing the content will become the PARENT course and enrollment from all other sections will then be combined into this parent course.

In the future all faculty will be able to combine their own sections. Instructions will be provided at a later date.

Student Usernames and Passwords

Usernames: All Students will log in using their WebAdvisor ID.

Passwords: New Students will use birth date in the following format: MMDDYY Previous users will use their current password.

Current student login instructions are always located on the Blackboard login screen under Student Assistance.

Do I Have to Use Blackboard?

If you do not wish to use Blackboard, you do not have to.

How Do I Learn More About Blackboard?

If you would like to learn more about Blackboard and how to use it, please contact one of the technology trainers.